REGIONAL SCHOOL

Annual Report
For The Year Ended
June 30, 1989

ANNUAL REPORT

OF

REGIONAL SCHOOL UNIT 3

TO

THE MINISTER

DEPARTMENT OF EDUCATION

AND

THE PEOPLE OF REGIONAL SCHOOL UNIT 3

PARKDALE, P.E.I.

October 4, 1989

90-04294/ /

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COVER: Bluefield High School
Location of the Annual Meeting
October 4, 1989

REPORT OF THE CHAIRPERSON AND EXECUTIVE COMMITTEE

Chairperson - Anna Duffy

The 1988-1989 school year has been an extremely busy, yet satisfying one for me as Chairperson of the Unit 3 School Board. It has been a year of progress in all areas - Personnel, Curriculum, and Finance and Operations. Trustees have become more familiar with the operation of the system and have benefited from the direction of Sterling Stratton, who was employed as Superintendent of Education in August, 1988. This combination has resulted in major decisions been made which hopefully will have a positive effect on the education of students in Unit 3.

Two other senior administrative positions were filled on a permanent basis with John MacDonald as Superintendent of Administration, and Eldon Rogerson, as Superintendent of Programs. The Board has been fortunate to have had the services of these two well-qualified people in the past. I congratulate the Board Members on their selection, and wish the two Superintendents continued success.

A reorganization of duties among senior staff resulted in an up-dating and amendments to the policies regarding Role Descriptions of Superintendent of Education, Superintendent of Administration, Programs and Business. Six other policies were amended for the purpose of improving student services and promoting improved working conditions in Unit 3.

The Board through the Curriculum Committee was invited to respond to draft provincial policies proposed by the Department of Education regarding special education, school library, and guidance and counselling.

Our student population has increased by 219 over the previous year. While growth is a positive factor, it has placed an added burden on our already overcrowded schools. However, construction and renovation have also been at a record high. At the close of the school year, Phase Two of the School Construction Priority List was being implemented. This meant that seven of our schools were in the planning stages, or under actual construction or renovation. Major maintenance projects have also been undertaken at other schools. These demands have placed a heavy burden on the Board and administration, especially the Finance and Operations Committee and Superintendent of Business, Eric Ellsworth. For their capable planning and direction, I am extremely appreciative. Your many long hours have been very productive.

A major zoning study regarding school attendance areas was completed through the combined efforts of Eric Ellsworth, Superintendent of Business and Rufus Reid. This study is essential in providing information to trustees, in order that we may make responsible decisions regarding facilities to meet the needs of our students.

A great deal of study was given to providing French language education to students within our Unit. This resulted in providing transportation to Ecole Francois Buote and improved French programs in North Shore Schools. The Board also responded to a background paper on French language education, proposed by the Department of Education.

Three appeals were heard from parents by the Board. One was granted; two were denied. While these appeals centered around contentious issues and all parties involved were not completely satisfied with the decisions, they were a valuable experience. It gave the Board and administration an opportunity to hear the concerns, and hopefully we are more informed in developing or amending policies. On the other hand, parents had an opportunity to appreciate the complexity of the system and the need for policies and rules to maintain a climate conducive to educating our students. To me, as Chairperson, the appeals were indicative of the concerns parents have for their children and how they wish to be involved in decisions affecting their education. This involvement is necessary for success in our Unit.

A number of activities were conducted throughout the year which enabled trustees to become more familiar with specialized programs, and staff activities, and promoted better communication between trustees and schools. These included school visitation tours by the Curriculum Committee, reports given to the Board by principals when regular Board Meetings were held in their schools, and acceptance of invitations to special events within the schools.

The practice of submitting a monthly news report to the Guardian has also been continued. This has been instrumental in keeping the public informed.

In addition to the regular monthly Board and Committee Meetings, six Special Board Meetings, and five Conference Sessions were held. Special Board Meetings dealt with issues which could not be delayed until regular Board Meetings. Conference Sessions gave trustees an opportunity to gain information about educational concerns in greater detail than can be provided at regular Board Meetings.

I have been honoured to represent the Board at numerous meetings and functions, including Department of Education, P.E.I. Teachers' Federation, Principals' Association, Area 3 Association, P.E.I. School Trustee Association, negotiation teams for instructional, non-instructional staff and teacher assistants, Cadet Corps of Queen Charlotte and Birchwood Junior High Schools, Royal Canadian Air Cadets, Canadian Parents for French, Parents for French Language, P.E.I. Association for Community Living, and Provincial Science Fair. I attended a Leadership Conference in Summerside, Atlantic Trustee Association Conference in Moncton, Annual P.E.I. School Trustee Conference, Provincial Workshop regarding Report on Canada Youth AIDS Survey, a dinner for retiring staff in Unit 3, and an orientation session for new trustees in our Unit.

Again this past year, I was honored to be invited to special functions held in our schools, and I often had the pleasure of also being a participant in many of these events. I regret that due to an accident I was unable to attend some of the events and graduations. Graduations have been a highlight for me in the past. I thank the trustees who so capably represented the Board at these functions. I offer sincere congratulations to graduates, school staff and parents.

I sincerely thank all those who made 1988-1989 a successful year. Special thanks to our Superintendent of Education, Sterling Stratton. Your enthusiastic and initiative nature has given the Board new direction and incentive. I am personally grateful to you for your open discussions with the Board, your research capabilities, and of course, your sense of humor. Sincere thanks also to our Superintendents, John MacDonald, Eric Ellsworth and Eldon Rogerson. Your cooperation and support has made my role a pleasure. I also thank the Board Office staff who have always made me feel welcome and were most obliging, regardless of my requests, and to Cindy Annett for her secretarial services. I have greatly appreciated the support of P.E.I. Teachers' Federation, Area 3 Association and Principals. To all within our system - Instructional and Support Staff - Sincere Thanks. It is you who generally have direct contact with our students, and greatly determine the learning climate within our schools.

Last - but not least, my fellow trustees, I depended on your cooperation and support - you gave it! I appreciated the good working relationship which developed over my two-year term. Special thanks to the Executive and Committee Chairpersons (Miriam, Greg, and Lou). You have all dedicated many hours toward the education of our youth.

Since this has been election year, it brings good-byes to retiring trustees and hellos to new trustees. Thanks to you who have worked so hard, and good luck to those of you who are beginning your term; already, your interest and initial involvement have been impressive.

I am now completing my term as Chairperson. It has been challenging but very rewarding. I believe the growth of an organization depends on new ideas and involvement of new people. To this end, I feel new people on the Executive is healthy. I wish you success in the coming year - to you I throw the torch - Be yours to hold it high!

CURRICULUM COMMITTEE ANNUAL REPORT

Chairperson - Miriam Lank

As Chairperson of the Curriculum Committee, I submit the following report which represents a summary of the Committee's accomplishments for the 1988-89 school year. Members of the Committee were Harvey MacLeod, Reid Sangster, Ulysse Robichaud, Fred Quinn and Miriam Lank.

The Curriculum Committee had an active year. There were several goals established by the Committee. In October, we were pleased to have Mr. Eldon Rogerson become Superintendent of Programs.

In September, a Computer Workshop was held for the Committee members, and they were able to have an opportunity to explore the use of computers in elementary schools.

During the monthly Curriculum meetings, reports and updates were presented on various topics. The first report was on the present status of the new Language Arts Programs. A collection of student works and whole language materials was shown. The Family Life Consultant from the Department of Education described the present status of the pilot program and also gave an update on in-service programs for teachers. The Committee will continue to monitor implementation of the program. A presentation on the Tutor Program, the reasons why schools request tutors, and the process used to request a tutor for a student was given. An overview on Special Education at the Junior High and Senior High School level was also heard. Presentations on the French Immersion program and Core French program were also heard. Another very interesting report was on programs for the gifted. Criteria presently used to identify gifted students, problems of identifying gifted students, and outlets for gifted students in Unit 3 were outlined. Mr. Rogerson gave an overview of the provincial high school credit plan and the semestering approach.

The Guidance Report from the Department of Education was reviewed and approval was given to the report. Members stressed the importance of qualified counsellors and supported the establishment for standards of certification for the provision of guidance counsellors.

A provincial proposal was also studied for French Language on P.E.I. These visitations were very informative and it was recommended that they be continued.

A major project of the Committee was French Programs in the North Shore Schools. The Curriculum Committee recommended continued support for the French School at Ecole Francois

Buote and the provision of transportation for students from the Rustico area to Ecole Francois Buote. The Committee also recommended that a compulsory Core French Program for grade one to nine be established and that a pilot Mid French Immersion program be developed for students in grades four to nine for the new North Shore Schools.

The Department of Education's Library Policy was studied and approval in principle was given. It was noted that many of our concerns have not been addressed in the latest draft. It was also recommended that our concern about the funding and the standards for staff be expressed to the Department of Education.

The Revised Special Education Proposal was received. The Department of Education was encouraged to adopt the proposal as policy.

The Curriculum Committee had identified as one of its goals, the reaction to the Art Education recommendations. It has identified this to be one of the goals for the Curriculum Committee for the 1989-90 school year.

The School Visitation Program was again very successful. The Committee visited the following schools:

West Royalty -	Implementation of Language Arts Program
East Wiltshire -	Resource Program
Glen Stewart -	Integration of students with learning disabilities into regular classrooms.

In addition, support was given to Forum for Young Canadians, Interchange on Canadian Studies, The National Science Fair, and the concept of holding a Model Parliament in Charlottetown. A letter of encouragement was sent to the Hillsborough Rotary Club in support of Model Parliament.

As Chairperson, I wish to thank all committee members for their support during the year. I would also like to thank Mr. Eldon Rogerson, Superintendent of Programs, for his work and support to the Curriculum Committee.

FINANCE AND OPERATIONS COMMITTEE

Chairperson - Lou Bradley

The 1988-89 school year was a busy one for the Finance and Operations Committee.

Early in the year the committee established a number of goals that were directly related to issues and responsibilities to be carried out during the year. These goals included reviewing and monitoring the following issues: location and construction of Eliot River School, overcrowding of Spring Park School, Phase II of the Construction Program, Small School Assistance Funding, Zoning Study, School Bus Evacuation, balanced budget for the year, Foundation Guidelines for better formula funding, and Quality of Facilities Report.

School construction demanded considerable committee time during the year as a number of projects were in various stages of planning and design construction. During the summer of 1988 6 classrooms were added to the Eliot River Elementary School and were occupied in early September, 1988.

Construction proceeded in the addition of new space at Birchwood Junior High with a completion date of September 1, 1989 for Phase I.

Tenders were called for the addition of 10 classrooms to East Wiltshire Junior High. Construction started in April 1989 with a completion date of September 1, 1989.

Tenders were called and awarded for the construction of 6 modular classrooms at Glen Stewart Elementary with the hope of space being available in early September, 1989.

Committees were established to plan and design additional facilities at Queen Charlotte and a new elementary/junior high school for the North Shore. These projects were not finalized by the end of June 1989; however, it is anticipated that tenders will be called in the fall for both of these projects.

Discussion on construction and program developments at two of our senior high schools continued to be a topic of concern for the committee. It is hoped that the planning and design of new and renovated facilities for Colonel Gray and Charlottetown Rural will happen in our next school year.

A number of tenders were called and awarded for the purchase of material and equipment in academic and duplicating supplies, audio visual equipment, physical education equipment, office and classroom furniture, fuel oil and gasoline, new school buses, snow removal, etc.

Rental agreements were negotiated with Spring Park and Park Royal Churches and the community of West Royalty for space to support programs for schools in their respective areas.

Special capital projects for the year were initiated as follows:

(1) Glen Stewart renovations to existing space for special education classroom,

(2) Replacement of door entrances and windows in two classrooms at Spring Park Elementary with additional rooms to be completed in 1989-90.

The committee approved funds for 6 trustees to attend the CSTA Atlantic Conference in January, 1989 in Moncton and 2 trustees to attend the CSTA Congress on Education in July of 1989 in Saskatoon.

The committee was involved in a complete review of the policy on Student Attendance Areas. A number of public meetings were held to discuss issues of zoning and school construction requirements. The report was completed during the school year and submitted to the Board of Trustees for approval.

Financial statements were prepared monthly for the committee and School Board, outlining expenditures to budget along with a comparative analysis of expenditures to the previous year.

The committee submitted its projected budget submission in October, 1988. A meeting was held with the Minister of Education and Department officials to discuss the needs of the Unit as outlined in the budget. This was followed up in April of 1989 with a detailed budget submission for the 1989-90 school year.

Financially the unit incurred a surplus of $ 43,214 from a budget of $ 40,191,039 for the 1988-89 school year.

The committee received approval from the School Board to expand the present Board Office facility to meet the needs of an expanded staff and enable the School Board Office to offer better support to our school system.

The committee implemented a school bus evacuation procedure for students which was introduced into all schools during the fall of 1988. This will be an annual administrative responsibility to ensure that student safety is practiced throughout the Unit.

The committee approved financial support for grants to develop and or expand playground facilities at West Kent, Spring Park and Prince Street Schools.

The committee received input from an ad hoc committee on Electoral Zones for trustees. Due to a number of factors, the committee agreed that completion of this review would be held over until the fall of 1989.

The committee received input from parents in the city of Charlottetown to provide transportation for students to elementary schools. Consultation with the Department of Education resulted in the establishment of funding for the daily operation of two buses doing double runs. This started after March break and will continue as part of the transportation system next year.

Professional development programs were planned and held with bus drivers, custodians and clerical staff during the year.

As chairman of the committee, I extend my sincere thanks to trustees Bruce MacIsaac, Beverley Howard-Dalton, Jeannie Lea, and Rob Thomson and Eric Ellsworth, Business Superintendent for their dedicated time, efforts and support during the year.

PERSONNEL COMMITTEE REPORT

Chairperson - Greg Peters

The Personnel Committee for the school year 1988-89 was comprised of Elizabeth Arbing, Leona McKinnon, Robert MacArthur and Greg Peters, who was selected to chair the committee. Leona McKinnon, who due to illness was unable to act from April to June, was replaced by Beverley Howard-Dalton.

The Personnel Committee had an active year during which several goals were achieved and several policies reviewed and revised. Members of the Personnel Committee were involved in hiring a Superintendent of Programs, a Superintendent of Administration and a principal. A member of the Personnel Committee sat on the Sabbatical Leave Selection Committee. These duties were in addition to the regular committee meetings and numerous other special committee meetings.

The Personnel Committee in cooperation with the Area 3 Association of the P.E.I. Teachers' Federation sponsored a reception for five retiring teachers. In addition, three support staff were honored at this reception. Appropriate mementos to recognize service were presented to retirees.

Policy Development and Revision

1. The policy on Employment Practices (GCD) was revised to include a teacher on the hiring committee for the Superintendent of Education.

2. The policy on Relocation Expenses (GCCB) was divided into two policies, one related to relocation (moving) expenses and the other to travel and accommodation expenses incurred in finding suitable candidates for positions. The Relocation Expense Policy (GCCB) refers to moving expenses of newly contracted employees. Interview Expenses Policy (GCCC) refers to expenses incurred in finding suitable candidates for positions.

3. The policy on Evaluation of Teachers (GCN) was reviewed but no revision appeared necessary. It was noted that principals indicated that administration of this policy is functioning well.

4. The Role Description: Superintendent of Education (GCAA), Superintendent of Programs (GCAC), Superintendent of Business (GCAD), and Superintendent of Administration (GCAB) were revised to reflect the reorganization of the senior administrative staff functions and responsibilities.

Goals

(a) Review policies that are of a personnel nature.

(b) Encourage and support efforts in professional development for all staff.

(c) Examine the issue of teacher and school administrator transfer.

(d) Hire a permanent Superintendent of Programs and a Superintendent of Administration.

Statistics

Regional School Unit 3 employed 607.12 instructional personnel and 42.5 teacher assistants. Five teachers retired from teaching, one teacher retired for medical reasons, and six teachers resigned their positions. Four teachers were granted sabbatical leaves for the purpose of extending their educational training.

During the 1988-89 school year, the Unit 3 School Board employed support staff in the following classifications: 1 driver mechanic; 5 mechanics; 91 "A" bus drivers; 14 "B" bus drivers; 3 tradesmen; 36 custodians; 45 cleaners; and 49 clerical personnel.

As Chairperson, I wish to thank the committee members for their support during the year. I would also like to thank John MacDonald, Superintendent of Administration for his work and support to the Personnel Committee.

Appendix A

REPORT OF THE SUPERINTENDENT OF EDUCATION

Sterling Stratton

The quality of education in a school system is directly related to the ability of the educators who provide programs and services for the students. Regional Administrative Unit 3 is a sound school system because it has a solid base of classroom teachers, specialist teachers, principals, and support staff. The recruiting practices of the Unit, well established by past administrations, have resulted in a gathering of teaching talent that offers learning experiences of excellent standing. The school year ending June 30, 1989 marks the conclusion of my first year as Superintendent of Education. It has been a personal privilege to join a public school system of such high calibre.

Among the many dedicated employees in the Unit are those who retired as the end of the year. Their contributions over the years have been appreciated by all associated with Unit 3. Their names and positions are as follows:

Francis Blanchard	Teacher
Desmond Connolly	Teacher
Clarence Dunn	Cleaner
James Gallant	Teacher
Sister Irma Hogan	Teacher
Jennie Macneill	Teacher
Shirley Weeks	Custodian
Fred Wigmore	Custodian
Jeanette Yeo	Teacher

A number of members of the School Board also retired at the end of the school year. Their names and the zones they represented are as follows:

Beverley Howard-Dalton	Zone 6
Miriam Lank	Zone 2
Harvey MacLeod	Zone 14
Leona McKinnon	Zone 8
Fred Quinn	Zone 10
Rob Thomson	Zone 4

The service provided by these members guaranteed that the interests of parents and public were well represented.

During the year, the School Board was given the opportunity to seek public involvement in planning change. As major problems were studied by board members, parental input became part of the problem solving process. The Board received many submissions in the form of briefs, letters, and verbal comments. Some of the issues that prompted indepth public participation were:

(1) The reduction of the overcrowded conditions at the Spring Park School by transferring one class of French Immersion to St. Jean School.
(2) The decision to build a new school in Cornwall that will house Grades 1 to 3.
(3) The plan to introduce a French Readiness component for Grades 1, 2 and 3 at Ecole Francois Buote.
(4) The establishment of Core French and Mid Immersion programs at the new North Shore School.

Although it is the responsibility of the Department of Education to develop curriculum, Unit 3 plays an important role by providing the time for teachers to participate on provincial curriculum committees. In 1988-89, seventy-two teachers from Unit 3 schools contributed to the Department's efforts in program planning and implementation. One of the provincial pilots, Family Life Education, was monitored very carefully by the Board's Curriculum Committee as requested by parents in the Unit.

In school construction, the Unit continued to improve buildings in various locations throughout the Unit. Construction projects to improve learning conditions were near completion at Eliot River School, Glen Stewart School, and East Wiltshire School. Major construction continued at Birchwood Junior High School and final plans for a new school in the North Shore were completed. As the year ended, plans for extensive renovations at Colonel Gray High School and Charlottetown Rural High School were at their beginning stages. The School Board approved a plan to improve working conditions at the central office by providing additional space for an expanded library, a multi-purpose resource room, less crowded secretarial areas, and offices for educational consultants.

One highlight of the year for many teachers was "Teacher Appreciation Week". Credit is given to the many Home and School members who organized special activities. Throughout the Unit, teachers were recognized for the contribution that they make to our Island society. The acts of kindness by Home and School Associations gave all educators a "lift" during the mid-winter term.

From an administration viewpoint, the organization and effectiveness of the School Board Office were enhanced by the revision of duties assigned to the superintendency positions of administration and programs. Once the realignment was accomplished, the position of Superintendent of Administration was filled by Mr. John MacDonald and the position of Superintendent of Programs was filled by Mr. Eldon Rogerson. As well, the Unit received permission to employ a librarian at the central library, an educational consultant to act as a generalist in a variety of curriculum areas, and a research officer to assist the Superintendent of Programs on a year to year secondment basis.

As the year ended, emphasis was being placed on a number of topics that will receive increased attention in 1989/90. Included in the list were the Elementary Education Study, the Philosophy of Education Report, Vocational Education in the next decade, Teacher Transfer Policies, problems recognized in the Unit's Zoning Study, and the Canada Winter Games.

In order to be successful, a superintendent of education must receive the cooperation of all staff in a school system. I appreciate the level of cooperation that I have received this year from the other superintendents, the principals, and the board office staff. The Minister of Education and the personnel in the Department of Education have been very helpful. Finally, I wish to thank Mr. Rufus Reid, Retired Superintendent, for assistance during the transition period and to place on record a special thanks to Mrs. Anna Duffy, School Board Chairperson for her consistent support and valuable advice during the year.

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

CHARLOTTETOWN, P.E.I.

FINANCIAL STATEMENTS

JUNE 30, 1989

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AUDITORS' REPORT

To the Board of School Trustees of Regional Administrative School Unit 3

We have examined the balance sheet of Regional Administrative School Unit 3 as at June 30, 1989 and the statements of revenue, expense and operating surplus and capital surplus for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion these financial statements present fairly the financial position of the Unit as at June 30, 1989 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Charlottetown
Prince Edward Island

August 2, 1989

Doane Raymond

Chartered Accountants

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

BALANCE SHEET

JUNE 30, 1989

ASSETS	1989	1988
Current		
Cash and short term deposits	$1,477,434	$ 893,549
Receivables	144,146	221,780
Deposit on equipment	29,646	119,822
Prepaid expense	38,358	81,896
	1,689,584	1,317,047
Capital		
Investments (Note 3)	2,000	2,000
Land, buildings, and equipment (Note 4)	25,633,861	25,731,193
	25,635,861	25,733,193
	$27,325,445	$27,050,240
LIABILITIES AND SURPLUS		
Current		
Payables and accruals		
Grant (Note 2)	$ 350,311	$ 232,119
General	375,214	133,160
Salaries and benefits	109,488	96,293
Debenture interest payable	375	375
Capital	56,821	8,878
Deferred items (Note 5)	730,288	822,347
	1,622,497	1,293,172
Operating surplus (deficit)	67,090	23,876
	1,689,587	1,317,048
Capital		
Long term debt - debentures (Note 6)	11,941,871	11,523,378
Capital surplus	13,693,987	14,209,814
	25,635,858	25,733,192
	$27,325,445	$27,050,240

ON BEHALF OF THE BOARD

...Anna...Duffy...Board Chairman

...Board Secretary

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

STATEMENT OF CAPITAL SURPLUS

YEAR ENDED JUNE 30, 1989

	1989	1988
Capital surplus, beginning of year	$14,209,814	$14,093,432
Add:		
Purchase of		
Buildings and improvements	146,075	
Furniture and equipment	464,109	346,320
Buses	578,480	54,550
Debt retirement out of current funds	293,203	239,597
Debt retirement out of sinking fund		800,000
	15,691,681	15,533,899
Deduct:		
Issue of debentures payable	711,696	94,600
Depreciation		
Buildings	558,718	569,120
Furniture and equipment	343,843	321,182
Buses	378,113	331,978
Disposal of		
Land, buildings and buses - net of accumulated depreciation	5,324	7,205
	1,997,694	1,324,085
Capital surplus, end of year	$13,693,987	$14,209,814

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

STATEMENT OF REVENUE, EXPENSE AND OPERATING SURPLUS

YEAR ENDED JUNE 30, 1989

	1989	1988
Revenue		
Grants		
Administration	$ 1,762,649	$ 1,603,749
Instructional (Note 7)	27,744,386	25,149,848
School maintenance and operation	3,647,949	3,559,509
Transportation	2,687,355	2,543,784
Long term debt	1,647,191	1,682,880
Sundry	367,435	453,247
Capital - bus purchases	578,480	54,550
- other	474,922	294,771
Unfunded depreciation on buildings, equipment and buses	1,280,672	1,222,280
	40,191,039	36,564,618
Expense		
Administration	1,768,022	1,662,819
Instructional	28,018,943	25,297,344
School maintenance and operation	4,532,328	4,606,571
Transportation	2,993,929	2,814,385
Long term debt	1,645,939	1,682,880
Capital - bus purchases	578,480	54,550
- other	610,184	346,320
	40,147,825	36,464,869
Excess of revenue over expense	43,214	99,749
Operating surplus (deficit), beginning of year	23,876	(75,873)
Operating surplus, end of year	$ 67,090	$ 23,876

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1989

1. Accounting policies

(a) Depreciation

Depreciation is calculated on the diminishing balance basis for buildings at a rate of 2½% per annum and for furniture and equipment at 20% per annum. Depreciation is calculated on the straight line basis for buses at 12% per annum.

(b) Capitalization of fixed assets

Land, buildings, furniture and equipment are recorded at values carried in the accounts of the former School Boards as at June 30, 1972, with subsequent additions at cost. Buses are recorded at cost.

New schools constructed by the Department of Public Works are added to the fixed assets when title to them is passed to the unit.

(c) Commitments

Included in payables and accruals are outstanding commitments pertaining to the 1988-89 school budget for which the goods and services are to be received or provided subsequent to year end.

(d) Inventories, at the lower of cost and net realizable value

Bus parts inventory in the amount of $161,025 have not been reflected on the balance sheet. All such supplies are expensed when purchased.

(e) Deferred revenue

The Department of Education requires the unexpended portion of grants received for school bus purchases to be deferred and used for future bus purchases.

(f) Unfunded depreciation on buildings, equipment, and buses

Included in the schedules of expense is a charge for depreciation on the appropriate assets as indicated. As the expense has been included, a revenue amount must also be reflected to offset these charges. The Department of Education does not fund depreciation on a current basis.

2. Grant receivable (payable)

	1989	1988
Province of Prince Edward Island - net		
Salaries and benefits	$ (415,597)	$ (242,955)
Contract services	70,984	20,958
Tuition	(5,170)	(4,650)
Sale of assets	(528)	(5,472)
	$ (350,311)	$ (232,119)

3. Investments, at cost

	1989	1988
Bonds from Charlottetown Teachers' Pension Fund (approximate market value $1,860, 1988 $1,818)	$ 2,000	$ 2,000

4. Land, buildings, and equipment

	1989			1988
	Gross Value	Accumulated Depreciation	Net Book Value	Net Book Value
Land	$ 767,930		$ 767,930	$ 767,930
Buildings	28,925,774	$ 7,133,596	21,792,178	22,163,301
Furniture and equipment	4,989,942	3,584,950	1,404,992	1,326,244
Buses	3,923,545	2,254,784	1,668,761	1,473,718
	$38,607,191	$12,973,330	$25,633,861	$25,731,193

5. Deferred items

	1989	1988
Funds designated for		
Department advance on 1989-90 school year	$ 15,000	
French school program purchases	16,000	$ 19,000
Future renovations and repairs to cafeteria equipment	147,924	122,424
Capital purchases	30,970	27,069
Building expansion	35,000	
Bus purchases	79,976	42,396
Special project	15,836	26,138
Program expenditures	25,612	22,844
Future renovations and repairs to Colonel Gray School	307,799	449,676
Roof repairs	56,171	112,800
	$730,288	$ 822,347

6. Debentures payable

	1989	1988
Incurred by Regional Administrative School Unit 3	$11,941,871	$11,523,378

Annual principal payments required in each of the next five years are as follows:

1990	$304,107
1991	$335,964
1992	$375,445
1993	$322,677
1994	$292,490

Funds for the above payments will be provided annually by the Department of Education.

7. Instructional revenue and expense

	1989	1988
Included in both revenue and expenses are the amounts for		
Employer contributions for teacher pensions	$1,524,557	$1,382,084

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF ADMINISTRATION EXPENSE

YEAR ENDED JUNE 30, 1989

	1989	1988
Salaries and benefits (see note below)		
Supervisory	$ 603,991	$ 601,014
Secretarial and clerical	928,658	837,335
	1,532,649	1,438,349
Professional services	16,616	20,922
Board member remuneration	25,000	19,860
Board member travel and other	28,703	27,466
Postal services and express	20,280	17,253
Advertising	17,538	10,681
Office supplies	28,515	19,081
Travel	86,671	84,713
Miscellaneous	12,050	24,494
	235,373	224,470
	$ 1,768,022	$ 1,662,819

Note:

Supervisory salaries include: Superintendent
Assistant Superintendents
Business Superintendent
Consultants

Secretarial and clerical salaries include: Board office secretarial and clerical staff
School secretarial staff

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF INSTRUCTIONAL EXPENSE

YEAR ENDED JUNE 30, 1989

	1989	1988
Salaries and benefits (see note below)		
Instructional supervisory	$ 3,576,147	$ 3,338,879
Instructional non-supervisory	23,908,329	21,454,055
	27,484,476	24,792,934
Program		
Library	58,164	56,776
Duplicating supplies	117,146	129,384
Academic supplies	110,178	67,266
Home economics	12,910	13,065
Industrial arts	38,927	39,357
Science	18,563	13,664
Physical education	28,724	27,940
Art	17,752	13,588
Guidance	5,139	4,667
French	4,923	4,260
French immersion	12,683	35,331
Special education	12,267	13,549
Miscellaneous	85,135	79,574
Curriculum development	11,956	5,989
	534,467	504,410
	$28,018,943	$25,297,344

Note:

Supervisory salaries include: Principals
Vice-principals
Department heads
Co-ordinators

Non-supervisory salaries include all teaching staff not included above.

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF SCHOOL MAINTENANCE AND OPERATION EXPENSE

YEAR ENDED JUNE 30, 1989

	1989	1988
Salaries and benefits (see note below)	$1,657,844	$ 1,552,845
Annual cleaning	12,375	9,500
Building repairs	439,676	502,874
Electricity	495,413	492,532
Equipment repairs	60,739	48,346
Fuel	315,452	356,897
Garbage, water and sewer	71,901	72,141
Insurance	112,194	141,568
Janitorial supplies	131,352	107,400
Maintenance and grounds	93,295	199,003
Rentals	61,061	63,652
Snow removal	67,363	65,056
Telephone	111,104	104,455
	1,971,925	2,163,424
Depreciation - school buildings	558,716	569,120
- furniture and equipment	343,843	321,182
	902,559	890,302
	$4,532,328	$ 4,606,571

Note:

Salaries include: Building and maintenance supervisor
Janitorial staff
Maintenance staff

REGIONAL ADMINISTRATIVE SCHOOL UNIT 3

SCHEDULE OF TRANSPORTATION EXPENSE

YEAR ENDED JUNE 30, 1989

	1989	1988
Salaries and benefits (see note below)	$1,920,511	$ 1,798,556
Gas	233,186	246,939
Bus depot parts and supplies	308,038	285,111
Contract services	102,922	91,204
Insurance	13,545	16,413
Miscellaneous	37,614	44,184
	695,305	683,851
Depreciation - buses	378,113	331,978
	$2,993,929	$ 2,814,385

Note:

Salaries include: Transportation supervisor
Bus driver staff
Bus depot staff

REGIONAL SCHOOL UNIT 3

ENROLMENT BY AGE, GRADE, SEX

OCTOBER 31, 1988

	GRADE																															
	1		2		3		4		5		6		7		8		9		10		11		12		SPEC.		TOTAL		TOTAL
AGE	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Under 6	87	96	1	2																							88	98	186
6	322	394	81	60																					2		405	454	859
7	35	42	289	331	78	74																			1		403	447	850
8		1	42	91	316	271	72	54																			430	417	847
9				4	52	104	308	306	80	67	1														2	3	443	484	927
10			1			4	54	101	292	246	75	72														4	422	427	849
11						1	5	6	67	98	321	268	63	42											1	2	457	417	874
12									3	12	55	107	289	261	62	66									4	1	413	447	860
13											5	7	58	112	284	301	73	61	2	1					2	8	424	490	914
14												1	7	16	60	121	256	253	63	56	2	1			4	2	392	450	842
15														3	9	21	74	139	270	221	69	52	2	2	3	3	427	441	868
16													1		1		11	13	81	131	27[illegible]	238	70	55	2	3	441	440	881
17																		1	28	31	68	121	245	245	1	2	342	400	742
18																			6	12	14	46	80	124	4	4	104	186	290
19																			1	6	4	9	26	32	1	1	32	48	80
20																			1			2	1	2	1	2	3	6	9
Over 20												1							1		2		4	1	2		9	2	11
	444	533	414	488	446	454	439	467	442	423	457	456	418	434	416	509	414	467	453	458	434	469	428	461	30	35	5,235	5,654	10,889

REGIONAL SCHOOL UNIT 3

ENROLMENT BY SCHOOL AND GRADE

OCTOBER 31, 1988

SCHOOL CODE AND NAME	1	2	3	4	5	6	7	8	9	10	11	12	SPECIAL	TOTAL
310 Charlottetown Rural High										353	343	354	7	1057
311 Colonel Gray Senior High										317	264	279		860
314 Bluefield High										241	296	256		793
320 Birchwood Junior High							173	177	151				33	534
321 Queen Charlotte Junior High							124	139	176					439
323 Stonepark Junior High							287	295	285					867
324 East Wiltshire Junior High							195	214	189				1	599
340 Glen Stewart Elementary	137	124	152	137	125	146								821
341 Central Queens Elementary	63	58	66	53	67	47							1	355
342 Eliot River Elementary	161	157	150	137	152	136							6	899
343 L. M. Montgomery Elementary	51	64	54	60	46	48							2	325
344 Fort Augustus Elementary	25	30	26	28	22	20	28	26	23					228
345 Englewood School	41	32	30	23	29	32	21	32	33					273
346 Parkdale Elementary	39	29	20	41	29	31								189
347 Prince Street Elementary	69	61	63	51	59	67								370
348 Stella Maris School	11	15	15	12	15	17	20	42	24					171
349 Sherwood Elementary	89	104	83	109	100	106							1	592
350 Ecole Francois-Buote	6	6	4	7	2	3	4							32
351 Spring Park Elementary	107	90	105	104	87	97								590
352 St. Ann's Elementary	11	4	5	8	6	8								42
353 St. Augustine's Elementary	24	20	9	20	16	10								99
354 St. Jean Elementary	50	29	37	34	35	43							4	232
355 West Kent Elementary	59	51	54	44	48	59							10	325
356 West Royalty Elementary	30	20	20	22	16	24								132
357 Stanhope-Grand Tracadie Elementary	4	8	7	16	11	19								65
TOTAL UNIT 3	977	902	900	906	865	913	852	925	881	911	903	889	65	10,889

Appendix D

Appendix E

REGIONAL SCHOOL UNIT 3

NUMBER OF FULL-TIME EQUIVALENT INSTRUCTIONAL PERSONNEL

BY CERTIFICATE AND AVERAGE SALARY

June 30, 1989

CERTIFICATE	NO.	AVERAGE SALARY
C2	1.80	$20,988
C3	7.83	24,091
C4	90.54	28,973
C5	326.89	35,803
C5A	94.60	40,161
C6	89.54	42,845
Vocational Type A & B		
C1	.85	27,263
C3	1.33	23,316
C4	1.0	41,597
C5	1.0	42,374
C6	1.0	43,946
TOTAL	616.38	$34,026

Appendix F

REGIONAL SCHOOL UNIT 3

NUMBER OF FULL-TIME EQUIVALENT PERSONNEL

BY CATEGORY AND AVERAGE SALARY

June 30, 1989

CATEGORY	NO.	AVERAGE SALARY
Administrative Support	40.13	$15,623
Property Maintenance	59.66	14,625
Teacher Assistants	42.00	12,292
Transportation	111.00	14,521
Board Based Supervisory		
Non-Instructional	3.00	38,444
Instructional	10.60	44,851

Appendix G

REGIONAL SCHOOL UNIT 3

TRANSPORTATION STATISTICS

1988 - 1989

SCHOOL BOARD OWNED BUSES

1.	Number of Operational Buses	107
2.	Seating Capacity of Buses Used	7,000
3.	Number of Students Transported	9,196
4.	Kilometers Per Day Regular Route	8,147
5.	Kilometers Per Year Regular Route	1,515,277
6.	Kilometers Per Year - Extra Curricular Use	68,745
7.	Total Kilometers Per Year (5+6)	1,584,022
8.	Cost of Salaries and Benefits	$1,920,511
9.	Cost of Bus Operation*	$ 695,305
10.	Total Transportation Operational Cost (8+9)	$2,615,816
11.	Average Number of Students Per Bus (3/1)	86
12.	Average Number of Yearly Kilometers Per Bus (7/1)	14,804
13.	Operational Cost Per Bus (9/1)	$6,498
14.	Operational Cost Per Kilometer (9/7)	$ .44
15.	Total Transportation Operational Cost Per Student Transported (10/3)	$ 284.45

CONTRACTS*

1.	Number of Contracts	21
2.	Cost of Contracts	$102,922
3.	Kilometers Per Day	1,709
4.	Total Kilometers Per Year	317,874
5.	Number of Students Transported	67
6.	Cost Per Kilometer (2/4)	$ .32
7.	Cost Per Student Transported (2/5)	$1,536

*Bus operation costs are for regular route and extra curricular use. Operating costs do not include depreciation on buses.

*Contracts include students attending Unit 5.

Appendix H

REGIONAL SCHOOL UNIT 3

INVENTORY OF SCHOOL BUSES

1988 - 1989

Number of Buses on Hand: July 1, 1988	124
Buses Sold Since July 1, 1988:	9
Other Buses Removed From Inventory	2
New Buses:	
Ordered	12
Delivered	12
Number of Buses on Hand: June 30, 1989	125
Total Cost of New Buses	$578,480

Appendix I

REGIONAL SCHOOL UNIT 3

BOARD OFFICERS AND COMMITTEES
1988 - 1989

CHAIRPERSON - Anna Duffy
VICE-CHAIRPERSON - Louis Bradley
SECRETARY - Robert MacArthur

CURRICULUM COMMITTEE

Miriam Lank, Chairperson
Harvey MacLeod
Fred Quinn
Ulysse Robichaud
Reid Sangster
Anna Duffy (Ex Officio)
Sterling Stratton (Ex Officio)
Eldon Rogerson (Ex Officio)

FINANCE & OPERATIONS COMMITTEE

Louis Bradley, Chairperson
Beverley Howard-Dalton
Jeannie Lea
Bruce MacIsaac
Rob Thomson
Anna Duffy (Ex Officio)
Sterling Stratton (Ex Officio)
Eric Ellsworth (Ex Officio)

PERSONNEL COMMITTEE

Greg Peters, Chairperson
Elizabeth Arbing
Beverley Howard-Dalton
Robert MacArthur
Anna Duffy (Ex Officio)
Sterling Stratton (Ex Officio)
John MacDonald (Ex Officio)

ELECTORAL ZONES COMMITTEE

Louis Bradley
Fred Quinn
Rob Thomson
Anna Duffy (Ex Officio)
Sterling Stratton (Ex Officio)
Eric Ellsworth (Ex Officio)

Appendix J

REGIONAL SCHOOL UNIT 3

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

1988 - 1989

Prince Edward Island School Trustees' Association

Elizabeth Arbing	- P.E.I. Citizens' Council on Drug Abuse
Miriam Lank	- Director of S.T.A. - Annual Meeting Planning Committee - Classifications Appeal Board - Teacher Certification Review Board
Jeannie Lea	- Director of S.T.A. - Vice-President of P.E.I.S.T.A. - Chairperson of Negotiations Committee - Inservice Review Committee - Provincial Philosophy Committee
Bruce MacIsaac	- Finance Committee
Greg Peters	- Provincial Sabbatical Leave Committee
Fred Quinn	- Resolutions Committee
Ulysse Robichaud	- Education and Curriculum Committee
Rob Thomson	- Interpretation Committee

Other Associations

Lou Bradley	- Planning Committee for French School/Cultural Centre
Ulysse Robichaud	- Planning Committee for French School/Cultural Centre

Appendix K

REGIONAL SCHOOL UNIT 3

MEMBERS OF THE UNIT 3 SCHOOL BOARD

June 30, 1989

ZONE	NAME	ADDRESS	DATE OF EXPIRATION OF TERM
1	Louis Bradley	Kelly's Cross	June 30, 1991
2	Miriam Lank	Ebenezer	June 30, 1989
3	Greg Peters	Clyde River	June 30, 1991
4	Rob Thomson	33 Bardin Crescent West Royalty	June 30, 1989
5	Ulysse Robichaud	Cavendish	June 30, 1991
6	Beverley Howard-Dalton	30 Roop Lane Parkdale	June 30, 1989
7	Bruce MacIsaac	26 Victory Avenue Charlottetown	June 30, 1991
8	Leona McKinnon	25 Lapthorne Avenue Charlottetown	June 30, 1989
9	Jeannie Lea	84 Greenfield Avenue Charlottetown	June 30, 1991
10	Fred Quinn	23 Carvell Court Charlottetown	June 30, 1989
11	Robert MacArthur	77 Kensington Road Parkdale	June 30, 1991
12	Reid Sangster	8 Pine Drive Sherwood	June 30, 1989
13	Elizabeth Arbing	Marshfield	June 30, 1991
14	Harvey MacLeod	4 Ferguson Drive Southport	June 30, 1989
15	Anna Duffy	Fort Augustus	June 30, 1991

Appendix L

REGIONAL SCHOOL UNIT 3

BOARD OFFICE STAFF

June 30, 1989

Sterling Stratton	- Superintendent of Education
John MacDonald	- Superintendent of Administration
Eldon Rogerson	- Superintendent of Programs
Eric Ellsworth	- Superintendent of Business

Instructional Staff

Vangie Broderick	- Psychologist
Norine Hanus	- Librarian
Frank Lechowick	- Psychologist
Al Ledgerwood	- Psychologist
Linda Lowther	- French Immersion Coordinator
Winnifred MacInnis	- Special Education Consultant
Kathy Pilkington	- Special Education Consultant
Debbie Pineau	- Core French Coordinator
Jeanette Scott	- Language Arts Consultant

Administrative Support Staff

Cindy Annett	- Secretary/Administration
Albert Arsenault	- Maintenance Supervisor
Paul Balderston	- Computer Assistant
Darlene Cairns	- Data Processor
Cathy Creamer	- Secretary/Transportation
Mary Dunne	- Secretary/Programs
Ginny Foley	- Secretary/Programs
Mary Gallant	- Accounts Payable Clerk
Cathy Gormley	- Payroll Supervisor
Tony Gould	- Accountant
Linda MacLeod	- Receptionist
Donald MacFadyen	- Transportation Supervisor
Judi McGuire	- Secretary/Administration
John O'Neill	- Audio Visual Coordinator
Marylou Sinnott-Gennis	- Secretary/Business
Sharon Smith	- Photocopier Operator
Carolyn Whelan	- Payroll Assistant

Appendix M

REGIONAL SCHOOL UNIT 3

SCHOOLS AND PRINCIPALS

1988 - 1989

SCHOOL	GRADES	PRINCIPAL
Birchwood	7 - 9	George MacDonald
Bluefield	10 - 12	Adelbert Roche
Central Queens	1 - 6	Brian Andrew
Charlottetown Rural	10 - 12	Bernard Connolly
Colonel Gray	10 - 12	Tom Wilkinson
East Wiltshire	7 - 9	Gordon Ellis
Eliot River	1 - 6	Ron Bolger
Englewood	1 - 9	Lloyd Mallard
Fort Augustus	1 - 9	Edmund Kelly
Francois Buote	1 - 9	Gerald Morin
Glen Stewart	1 - 6	Mait MacIsaac
L. M. Montgomery	1 - 6	Melvin Ostridge
Parkdale	1 - 6	Patrick Connolly
Prince Street	1 - 6	Brooke Brady
Queen Charlotte	7 - 9	Glen Hughes
St. Ann's	1 - 6	Ricky Hood
St. Augustine's	1 - 7	Ricky Hood
St. Jean	1 - 6	Ron Gallant
Sherwood	1 - 6	Om Joshi
Spring Park	1 - 6	Grant Canvin
Stanhope/Grand Tracadie	1 - 6	Gemma Dunn
Stella Maris	1 - 9	Ricky Hood
Stonepark	7 - 9	Eugene Murphy
West Kent	1 - 6	Ted Redmond
West Royalty	1 - 6	Judy Hughes